



Parent Awareness and Community Outreach Coordinator

First Things First was established to help provide greater opportunities for all children five and under in Arizona to grow up ready to succeed. In November 2006, Arizona voters passed Proposition 203, a citizen's initiative that funds quality early childhood development and health through tobacco revenue.

With its passage, the Proposition created a new state level board known as the Arizona Early Childhood Development & Health Board. The state Board and 31 Regional Partnership Councils are partners in laying the foundation for a lifetime of wellbeing and success for the over 600,000 children five and under in Arizona.

The staff of First Things First provides research and expertise to support the work of the Board and Regional Councils, and the wide variety of implementation strategies in local communities. As a team, First Things First carries out its mission and goals using shared core values that reflect children as our first priority and by being thoughtful stewards of First Things First funds and resources.

Position Summary

With the FTF leadership, staff and Regional Council members, the Parent Awareness and Outreach Coordinator will be responsible executing targeted educational outreach strategies regarding First Things First in Northeast Maricopa including: meetings, presentations, public speaking, events, media outreach, e-activity, and other outreach strategies as determined. These strategies are targeted toward parents, caregivers, civically minded individuals, business and community leaders and elected officials.

Essential job responsibilities and results

- In partnership with central office and NE Maricopa council staff, help meet the goal of engaging 25,000 Arizona citizens and organizations to actively champion early childhood development and health by December 31, 2013.
- In coordination with FTF Northeast Maricopa Regional Partnership Council members, assume responsibility for outreach in a NE Maricopa and with a pre-determined set of outreach targets.
- Write outreach plan for assigned NE Maricopa and priority audiences; regularly update outreach plan in coordination with regional council and staff.
- Act as an expert resource and spokesperson for First Things First.
- Provide outreach and education to diverse audiences through presentations, trainings, one-on-one meetings, events, e-activity, and other outreach strategies.
- Provide regular follow-up with outreach audiences to ensure education activities are completed, including media outreach.
- Track and record outreach activities with database and other tracking tools.
- Regularly contribute to writing correspondence to FTF champions, including blogs, newsletters, Twitter, and Facebook posts.
- Other duties as needed to complete FTF outreach goals.

Qualifications

- Some college preferred, with background in community outreach, sociology, communications, or related field a plus.
- Bilingual preferred, but not required

- Knowledge of tribal communities and/or cultural competency exhibited through documented work done within other indigenous communities.
- Strong organizational skills necessary with special attention to detail and follow through.
- Excellent communication (oral, written, presentation, and interpersonal) skills required.
- Experience with educational outreach is a distinct advantage.
- Ability to coordinate multiple projects and events simultaneously.
- Must be able to work flexible hours, including some evenings and weekends.
- Some travel required.
- Ability to work professionally in a fast-paced environment.
- Ability to build and maintain positive relationships.
- Must be self-directed and self-motivated, with ability to work collaboratively and independently.
- Strong computer skills, including database and Internet proficiency.
- This position requires day and evening travel of 10% to 30% both within and outside of Maricopa County. Must possess and maintain a valid Arizona driver's license and show evidence of valid automobile insurance coverage.

This position will be responsible for conducting community outreach specifically in the NE Maricopa region, which includes Scottsdale, Paradise Valley, Fountain Hills, Care Free, Cave Creek, Rio Verde, including the tribal lands of the Fort McDowell Yavapai Nation.

Review of resumes will begin on Tuesday, October 11 and continue until the position is filled. For consideration please submit your cover letter, comprehensive resume and three professional references by close of business on Friday, October 7, 2011 to:

hmulholland@azftf.gov

This position is not covered by the State Personnel Merit System, but the State of Arizona provides a comprehensive benefits package, including a top-rank retirement plan, low cost health and dental coverage, supplemental policies such as vision and short -term disability, and generous leave programs. Salary range for this position is \$40,000 to \$55,000.

The State of Arizona offers an outstanding comprehensive benefits and retirement package with elective benefits for new employees hired on or after July 20, 2011 subject to a 90 day waiting period.

Positions in this classification participate in the Arizona State Retirement System (ASRS).with enrollment eligibility effective after 27 weeks of employment.

The State of Arizona is an Equal Opportunity Employer. Pursuant to the Americans with Disabilities Act, the State will make reasonable accommodation(s) during the employment process.

Effective January 1, 2008 all newly hired employees will be subject to the E-Verify Employment Eligibility Verification Program.